



FEMA

POSITION TASK BOOK FOR THE POSITION OF

National Qualification System
GEOGRAPHIC INFORMATION SYSTEMS
SUPERVISOR

GEOGRAPHIC INFORMATION SYSTEMS SUPERVISOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of GIS Supervisor and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Gather logistical information: <ul style="list-style-type: none"> ● Incident base facilities ● Equipment and supplies available (plotter, computers, GIS server and software licenses, ink, paper) 	E, F, I		

1b. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Ensure the availability of GIS server and software licenses.	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Oversee production and distribution of information per established guidelines and ensure recipient understands information

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Establish implementation and maintenance procedures for a daily archival process: <ul style="list-style-type: none"> • Perform daily backups • Upload data and GIS products to relevant file transfer protocol (FTP) sites • Create backup copies of incident spatial data within the incident data structure 	E, F, I		
4. Manage development of key GIS products in at least five of these functional areas: <ul style="list-style-type: none"> • Emergency Services • External Affairs • Hazard Mitigation • Individual Assistance • Logistics • Long-Term Recovery and Planning • Planning • Public Assistance/Infrastructure 	E, F, I		
5. Meet information requirements to support decisions.	E, F, I		
6. Oversee acquisition of data from internal and external stakeholders to develop and update GIS products.	E, F, I		
7. Oversee collection of data from initial and ongoing assessment of incident-related damage and needs, present impact analyses, and inform planning and resource decisions with assessment results.	E, F, I		
8. Oversee development, updates, and maintenance of metadata.	E, F, I		
9. Provide oversight and guidance for event-specific model output in coordination with authoritative sources: <ul style="list-style-type: none"> • Sea, Lake, and Overland Surges from Hurricanes (SLOSH) • Hazards U.S. (Hazus) • Atmospheric transportation and dispersion models, such as Interagency Modeling and Atmospheric • Advisory Center (IMAAC) • Hydrometeorological Precipitation Center (HPC) • National Infrastructure Simulation and Analysis Center (NISAC) • Plume modeling 	E, F, I		
10. Provide written documentation, digital data, and products developed during the incident to the Documentation Unit or appropriate personnel and others as requested.	E, F, I		
11. Use standard data file structure.	E, F, I		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

3a. Behavior: Maintain GIS products, hardware, and software applications

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Ensure data is accurate and from authoritative sources.	E, F, I		
13. Ensure sufficient licenses, hardware, and software is available for staff needs.	E, F, I		
14. Obtain and manage supplies necessary to maintain desktop and wide-format printers.	E, F, I		
15. Understand and use common location reference systems, including United States National Grid (USNG), latitude/longitude, and other appropriate location languages in support of disaster operations.	E, F, I		
16. Understand and use specialized applications or GIS software for disaster support: <ul style="list-style-type: none"> • Adobe products • ArcGIS Desktop • ArcGIS Spatial Analyst • Google Earth • Microsoft Office Suite • Information Management Systems 	E, F, I		

3b. Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
17. Acquire and evaluate different map types and data sources to understand limitations and present relevant information.	E, F, I		
18. Assist in the acquisition of data for use in GIS software, including coordinating Memorandums of Understanding (MOU) for event imagery and other local data as necessary.	E, F, I		
19. Provide oversight, guidance, and direction for incident modeling and mapping requests.	E, F, I		
20. Review maps and data, and report inaccuracies to Situation Unit Leader.	E, F, I		

3c. Behavior: Utilize information to produce outputs

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
21. Coordinate with appropriate personnel to identify incident maps and reports needed to support the mission.	E, F, I		
22. Oversee production of digital maps within established guidelines.	E, F, I		